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b. Security Controls on Agency Histories. Mr. Coffey noted that a program of security controls for Agency written histories has been published. Included are appropriate controls on access to the finished histories, as well as some controls on drafts, partial drafts and extra copies. Colonel White has sent copies of the program to each Directorate. Dr. Ehrmann has been authorized to issue instructions to all historical officers.

c. Transfer of New Park Land. Mr. Coffey said that Mrs. Nixon will preside at the transfer of property adjacent CIA to the park service on Monday morning, 16 August. The Agency is not yet involved in the ceremony.

d. Agency's 24th Birthday. The usual longevity awards ceremony will be held on Friday, 17 September.

e. Average Grade Cutbacks. Mr. Coffey mentioned a recent OMB Bulletin concerning average GS grade cutbacks. Mr. Fisher and Mr. Clarke attended an administration meeting on the subject. This is a Presidential Directive with which the Agency must comply, but no determinations have yet been made as to how compliance will be achieved. Mr. Fisher emphasized the importance of the move noting that the Directive was not just another staff document--it had been discussed at a Cabinet meeting, followed by an Undersecretaries' meeting, and then at a press conference.

The President has neither ordered specific promotion freezes nor proposed an across-the-board plan. The administration has simply stated a goal, and it will be up to each agency to formulate its own plan to meet the goal. The standards are as follows:

(1) Those agencies whose average grade of on-duty personnel increased less than four-tenths of one percent (.4) during the period 30 June 1968 - 30 June 1971 will be required to reduce their average grade one-tenth of one percent (.1) during FY 1972, and an additional one-tenth of one percent during FY 1973 (a total of .2 percent during the two years).

(2) Those agencies whose average grade of on-duty personnel increased four-tenths of one percent (.4) or more during the same period will be required to reduce their average grade one-fifteenth of one percent (.15) during FY 1972 and an additional one-fifteenth of one percent during FY 1973 (a total of .3 percent during the two years).

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The Agency's average grade for on-duty personnel increased .332 during the period in question. The Agency will thus be required to cut back its average grade by .1 during FY 1972 and an additional .1 during FY 1973.

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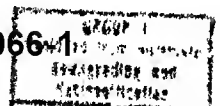
g. Security Spot Checks. Mr. Osborn reported the spot checking of packages has gone well. Employee reaction has been favorable and the program will continue. Mr. Coffey emphasized that the plan was not implemented to prevent people from selling secrets, but rather to keep the appropriate controls on our classified information--prevent inadvertant disclosures through loss of documents and exposures as the result of car accidents, etc.

4. Other items of interest:

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b. Voluntary Investment Plan. The Office of Personnel placed our largest purchase order to date on 6 August for the sum of \$87,093.00. Of this total \$60,525.00 went to the purchase of shares in Fidelity Capital and \$26,568.00 went for the purchase of shares in the Everest Fund.

c. Promotion of Support Careerists.

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(1) Mr. Coffey has presented a promotion to GS-11 [redacted] who is in the Administrative Office of the DDI.

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(2) Mr. Coffey has also approved promotion to GS-15 of [redacted] There was promotion headroom for only one to this grade at this time.

d. Retirements - Support Directorate Personnel - August 1971

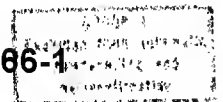
The following Support Directorate personnel plan to retire during August:

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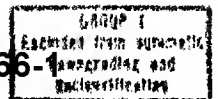
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f. Security Violations - July 1971. We did poorly last month, accumulating 23 violations as opposed to 12 for the month before and 11 for the month before that. FE leads the pack with 7. EUR got 4; AF, CI, [REDACTED] and TSD got 2 each; CA, NE, SB and WH had 1 each; and the 0's are O/DDP, CCS, CSPA, FI and FI/D, DO, SG, MPS, OPSER, and RI.

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